
U.S. Department of State Records Schedule

Chapter 11: International Conference

International Conference

B-11-000-01 International Conference Program Files

Description: Administrative records pertaining to United States participation in international conferences. The following types of documents are included: a) lists and directories of delegates b) admission and registration cards and other credentials c) communications between the Department and posts, memoranda and notices relating to designation of delegates, travel arrangements, hotel accommodations, local transportation, entertainment and reimbursement therefore, eating facilities, office space, communication facilities, assignment of personnel, supplies and equipment, reproduction and distribution of documents. conference procedure, per diem payments to delegates and payment of local employees, and post expenditure of fund d) duty schedules e) reports on progress of conference or administrative matters, copies of which were sent to the Department. NOTE: Vouchers or other fiscal documents covering payment of personnel or other expenses of the conference are excluded.

Disposition: Destroy 1 year after the end of the conference.

DispAuthNo: II-NNA-2836, item 1

Date Edited: 4/1/1999

B-11-000-02 Records Created or Accumulated by the United States Delegation to a Conference

Description: Includes correspondence, memoranda, position papers, background and working papers, and conference documentation in draft or final form, if left at post by delegation upon its departure from conference.

Disposition: Retire to the Department immediately. Attn: IO.

DispAuthNo: II-NNA-2836, item 2

Date Edited: 4/1/1999

B-11-000-03a Processed Documentation Issued by a Conference

Description: Includes agenda, minutes, documents, reports, press releases, and other types of documents reproduced for distribution to conference delegates.

a. One complete set of conference documentation maintained at the post at which a specific conference is held.

Disposition: Retain at post for 2 years after the conference or until the next session of same conference is held, whichever period is shorter, and then retire to the Department. Attn: IO.

DispAuthNo: II-NNA-2836, item 3(a)

Date Edited: 5/8/2012

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B-11-000-03b	Processed Documentation Issued by a Conference	
Description:	Includes agenda, minutes, documents, reports, press releases, and other types of documents reproduced for distribution to conference delegates. b. Copies received by other posts for information purposes only.	
Disposition:	Destroy when no longer of reference value.	
DispAuthNo:	II-NNA-2836, item 3b	Date Edited: 4/1/1999
B-11-000-04	Drafts of Conference Documentation	
Description:	Drafts of conference documentation that do not record necessary approvals or basic changes in text, extra copies of conference programs and notices to delegates, reproduction materials and other working materials.	
Disposition:	Destroy at the end of the conference.	
DispAuthNo:	II-NNA-2836, item 4	Date Edited: 4/1/1999
B-11-000-05	Extra Copies of Conference Documentation	
Description:	Extra copies of processed conference documentation remaining at post where conference is held.	
Disposition:	Destroy when required number of copies have been returned to the Department.	
DispAuthNo:	II-NNA-2836, item 5	Date Edited: 4/1/1999
